

Teen Pregnancy Prevention Monthly Report Template

Organization:

Contact Name:

Phone Number:

Contract #

Program Funding: __Abstinence Lottery __Comprehensive Lottery __Title V __PREP

Reporting Period/Year:

A. Target Population(s) and Needs

- Describe the program recipients and the needs served this period.

B. Implementation Plan

- Progress on program implementation plan.
- Describe the success in implementing your approved implementation plan, including goals, activities etc. Include a description of barriers associated with the implementation plan and how they were resolved.
- For Title V Contractors, include an update on Youth Advisory Group(s) and implementation process. Include a description of barriers associated with implementation and how they were resolved.
- For PREP Contractors, include an update on Adulthood Prep Topics and implementation process. Include a description of barriers associated with implementation and how they were resolved.

C. Teen Outreach Program CSL Update:

- Include an update on service learning opportunities for each TOP® group. What type of opportunities are being considered and once groups have selected, an update on planning, organizing, implementation and reflection activities taking place.

D. Budget Narrative – Monthly Update

- Other than Personnel/ ERE, Indirect Costs, and Space/Rent please briefly describe how the funds were used to support proposed services and target population needs.
 - i. Examples: 1) Funds this month were used to cover the cost of materials and supplies associated with curriculum delivery i.e. office supplies, incentives, journals 2) Equipment purchases made to support proposed services 3) Travel only associated with trainings, events etc. not mileage costs 3) Printing for marketing, recruitment etc.

E. Goals & Objectives

- Describe your progress in reaching annual goals and objectives stated in your logic model.
- Describe progress and/or barriers in collecting and reporting data.

F. Major Activities and Accomplishments during this period

- Events, activities (bulleted list)

F. Successes Stories

- An achievement that highlights the work you are doing, impact on a service recipient or community in general. It can also highlight a successful strategy used to meet your goals.

G. Challenges/Barriers

- Things that kept you from getting the job done the way you wanted or thought it should be.

H. ADHS Contractor Collaborations

- Please describe any collaborative efforts with other ADHS TPP contractors in your area. If barriers exist, please describe what they are and how we can help.

I. Outreach/Contacts/Community Involvement Ideas, if applicable

- New Partners?
- What bright new ideas for improving services or outreach did you come up with?

J. Other Information, as needed

- Describe any technical assistance needs or additional training needs that ADHS can provide.

K. Attachments, as needed

- Marketing materials used to promote teen pregnancy prevention services.